INSTALLATION GUIDE

Shutter Installation Guide

Windows & Doors



Simple, step-by-step instructions for a clean, professional installation

www.shuttersmart.com

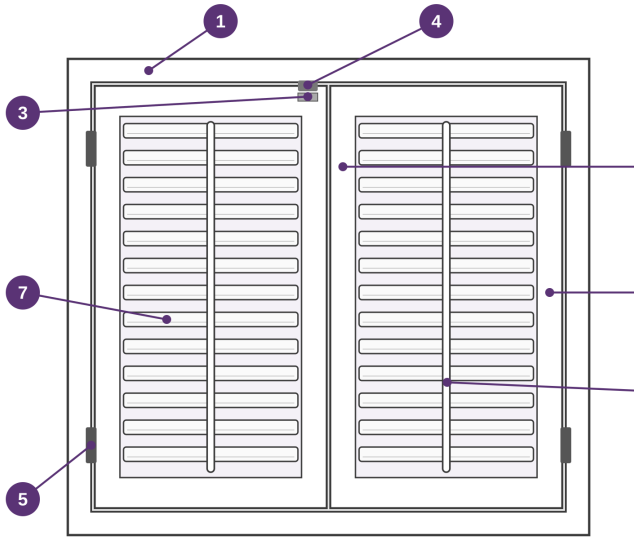
Shutter smart

BEFORE YOU BEGIN

How to Install Your New Shutters

Thank you for choosing ShutterSMART. You have made a great decision to beautify your space with timeless shutters. These step-by-step instructions will guide you through an easy installation.

Get to Know Your Shutter



1. **Frame** Top, bottom, left, right
2. **Panel**
3. **Magnet Plate** Top & bottom
4. **Magnet** Top & bottom
5. **Hinges** Top & bottom
6. **Tilt Rod**
7. **Louver**
8. **Stile**

Gather Your Tools

- Power drill
- #8 countersink drill bit (for panels over 60" tall or wide)
- Pencil
- White paintable caulk (inside mount, if needed)



What's in Your Package

- Panels with hinges pre-attached
- Frames with hinges and corner joints
- All mounting hardware (hinge pins, screws, magnets and magnet plates)

Screw	Used for
Small pan head	Magnets
Small flat head	Magnet plates
Medium	Frame corners
Large	Shutter to wall



Installation Steps

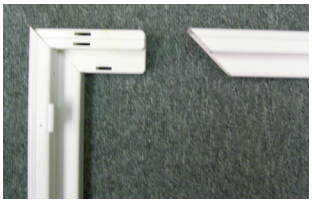
01 Unwrap

Remove the shutters from the packaging. Locate the hardware bag on the outside of the carton before discarding any packaging.



02 Assemble the Frame

Slip each side leg into the top and bottom frame pieces. Secure each corner with the medium screws, using the pre-drilled holes.



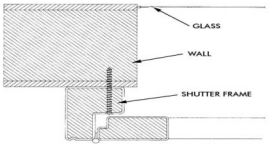
03 Mount the Frame

INSIDE OR OUTSIDE MOUNT

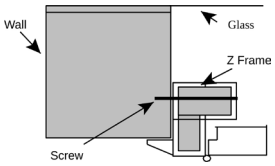
Using the pre-drilled holes as your guide, set the frame in the window opening with the large screws. Set the top screws on both sides first: drill all the way in, back the screw out, then set it back in. Do not over-tighten or distort the frame. Set the remaining screws after you rack the shutter in Step 5.



OUTSIDE MOUNT



INSIDE MOUNT



TIP For panels taller or wider than 60", drill an additional screw hole midway between the existing holes using the #8 countersink bit.

INSIDE MOUNT Use white paintable caulk if needed to fill any gaps between the frame, wall and window seal.

04 Hang the Panels

Place each pre-hinged panel in the frame, lining up its hinges with the hinges on the frame. Drop in the hinge pins to secure each hinge.



05 Rack the Shutter

Racking makes sure the frame is square and the panels close properly. Slide the frame right or left until the panels are even and square.

Then hold the bottom frame in place and secure both sides with the large screws. Set the middle screws last, if needed. Do not over-tighten.



06 Attach the Magnets

SINGLE PANEL SHUTTERS

Place the top of the magnet about 1½" down from the inside corner of the frame and attach it with a small pan head screw. Repeat for the bottom magnet.

DOUBLE PANEL SHUTTERS

Close the front overlapping panel, then make a pencil mark on the bottom frame where the closed stile meets the frame. Line up the outside of the magnet with the pencil mark and attach it with a small pan head screw. Repeat for the top magnet.







07 Attach the Magnet Plates

Place a magnet plate on the magnet with a small flat head screw in its hole, point facing out. Close the panel and press it onto the screw to leave a small indentation that marks the screw location.

Set the magnet plate into the marked spot on the panel with the small flat head screw.



Shutter Care & Warranty

We hope you love your new shutters. They are designed to be low maintenance and to add elegance to your space for years to come.

CARING FOR YOUR SHUTTERS

Clean your shutters with a damp cloth or a feather duster, or wash them with mild soap and water.

LIFETIME LIMITED WARRANTY

Every shutter comes with a lifetime limited warranty on manufacturing defects and workmanship for as long as you own your home. Contact us or visit www.shuttersmart.com to request a complete copy of our lifetime limited warranty.

Questions? Visit www.shuttersmart.com or contact your ShutterSMART dealer.